CALSTARS EMPLOYEE NUMBERS 3662

(1987)

Purpose/Use: To establish a unique number in CALSTARS for each CDF employee.

Reference/Authority: CALSTARS Procedures Manual, Vol. 2, VI-VE, pages 1 through 12.

Source: CDF employees.

Forms/Related Documents: Personnel Action Request, STD 680a;
                             CALSTARS Vendor Edit Table Maintenance, CALSTARS 14.

Due Date(s): As needed.

Distribution: N/A.

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When DAO-Data Entry unit forwards Personnel Action Request (STD 680), complete a Vendor Edit Table Maintenance (CALSTARS 14) using information from fields 105, 110, 111, and 121 of the STD. 680.

- Use the employee's social security number as the vendor number.

- All first names are last in SORT SEQ, but first-name-first in VEND-NAME spaces.

- Do not put Jr. or II in SORT-SEQ.

- Leave a space before and after initials in the VEND-NAME and SORT-SEQ spaces.

- Put a space between Mc, Mac, etc. and the rest of the name in both VEND-NAME and SORT-SEQ.

- Leave a space between P and O for Post Office box.

- Do not abbreviate in SORT-SEQ except Calif. and Sacto.

- Always use a type 1 for employees.

Fill in VEND-ADD from field 121 on STD 680, if Headquarters, abbreviate, i.e., Region 4 HDQ (401) and after unit title, write the unit number found in field 121 on STD 680.

Daily enter CALSTARS 14 into CALSTARS per CALSTARS Procedures Manual, Vol. 2, VI-VE 5 through 9.

Daily compare the VE Table Maintenance Activity Report, CF8930-1 showing the previous day's activity to the CALSTARS 14s entered that day.

- Correct any errors using the "C" function.

- Date, initial and photocopy each CALSTARS 14, forward copy to preparer and place original in file.

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